

DEPARTMENT OF SOCIAL SERVICES
CHILDREN'S DIVISION
P. O. BOX 88
JEFFERSON CITY, MISSOURI

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF
FROM: DAVID B. KURT, DIRECTOR
SUBJECT: "CQI IN ACTION", A NEW CQI INTERACTIVE TRAINING, AND REVISIONS TO THE CQI MANUAL

DISCUSSION:

The purpose of this memorandum is to inform staff of new CQI Training entitled "CQI in Action" and the updated CQI Manual. "CQI in Action" is a self-instructional, interactive training designed to present an overview of the CQI Group Process as well as demonstrate how the group process functions. "CQI in Action" is available on ELC and required for all new workers within the first three months of his or her hiring date, and annually for all CD staff. When this training is due, staff will receive an ELC email notification and will be listed on The ELC "My Training Plan" with a link to register.

"CQI in Action" replaces the ELC CQI Training PowerPoint, previously attached to the Code of Ethics PowerPoint training. The Code of Ethics PowerPoint training will still be an annual requirement by itself. The CQI training PowerPoint has also been updated and will be available for viewing on the CQI Home page under the "Resource" heading at: [CQI PowerPoint Training](#).

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children's Division staff. 2. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT Randall McDermit 573-751-8932 Randall.D.McDermit@dss.mo.gov	MANAGER CONTACT Tiffany Moore 573-751-2502 Tiffany.Moore@dss.mo.gov

CHILD WELFARE MANUAL REVISIONS N/A
FORMS AND INSTRUCTIONS N/A
REFERENCE DOCUMENTS AND RESOURCES CQI Manual CQI PowerPoint Training ELC - CQI In Action – CQI E-Learning Training CD000593
RELATED STATUTE N/A